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| POSITION TITLE: | SYSTEMS ANALYST I -<br>Information Technology |
| SALARY GROUP:   | B16   |
| DEPARTMENT:     | Information Technology Division               |

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 008021

Performs entry-level computer systems analysis work. Work involves analyzing user requirements, procedures, and problems to automate processing and to improve existing systems. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

- A. Analyzes and tests existing procedures for efficiency and effectiveness; and designs and implements new and revised methods that effectively meet the needs of the agency.
- B. Prepares charts, diagrams, tables, flowcharts, and other technical documentation for proposed systems; and makes recommendations for the planning, development, and implementation of new systems.
- C. Provides technical assistance and training to staff regarding the design, development, and implementation of new systems, processes, and procedures, and maintenance of and enhancement to existing systems.

1. Graduation from an accredited senior high school or equivalent or GED and two years full-time, wage-earning experience in systems analysis, application design and development, or business process reengineering

sixty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with twelve semester hours in Computer Science, Management Information Systems, or a related field.

2. Project coordination experience preferred.
3. Criminal justice experience preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

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                                 Information Technology

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B. Knowledge and Skills

1. Knowledge of the limitations and capabilities of computer systems and techniques used in the design of automated and non-automated systems.
2. Knowledge of systems analysis techniques and practices.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to review technical data and prepare technical reports.
10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
11. Skill to plan work in order to meet established guidelines.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15 - 44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.